



License Center（执照中心） 修改指南

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简介和基本步骤

修改是指对您的记录或个人信息进行更改。可针对特定执照进行修改或进行一般修改。例如，如果您有理发师学徒执照，并且您需要更改您的指导理发师，那么仅针对理发师学徒执照进行修改即可。

一般修改范例如下：

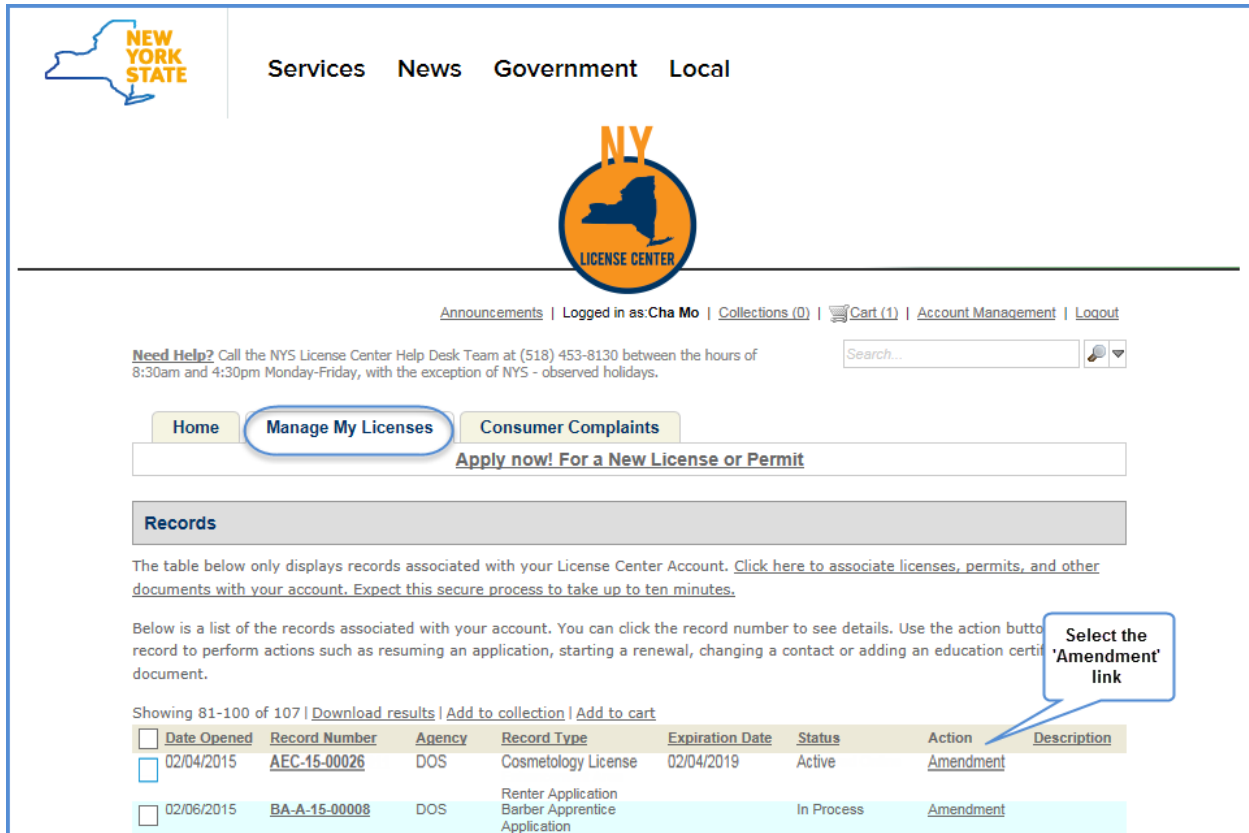
- 地址更改修改
- 联系信息更改修改
 - 社会安全号码
 - 出生日期
 - 电子邮件地址
 - 电话号码
- 执照副本修改
- 姓名更改修改

重要提示：

要求您的所有现行执照必须载有最新信息。如果您进行一般地址/姓名更改，您必须对所有现行执照进行此更改。

本指南将引导您完成每项一般修改，协助您将执照信息尽可能保持在最新状态。

登录到您的“NYS License Center”（纽约州执照中心）账户并选择“Manage My Licenses”（管理我的执照）选项卡。在“Action”（操作）列下方，选择“Amendment”（修改）链接。



The screenshot shows the NYS License Center website. The top navigation bar includes links for Services, News, Government, and Local. The main header features the NYS License Center logo. Below the header, there are links for Announcements, Logged in as: Cha Mo, Collections (0), Cart (1), Account Management, and Logout. A search bar is also present.

The 'Manage My Licenses' section is highlighted. It includes a 'Records' table with the following data:

Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
02/04/2015	AEC-15-00026	DOS	Cosmetology License	02/04/2019	Active	Amendment	
02/06/2015	BA-A-15-00008	DOS	Renter Application Barber Apprentice Application		In Process	Amendment	

A callout box points to the 'Amendment' link in the 'Action' column of the first record, with the text: "Select the 'Amendment' link".

通过单击选项圆圈，选择您希望更改的内容，然后单击“Continue Application”（继续申请）按钮。



The screenshot shows the 'Select an Amendment Type' section. It includes a list of amendment types with radio buttons next to them:

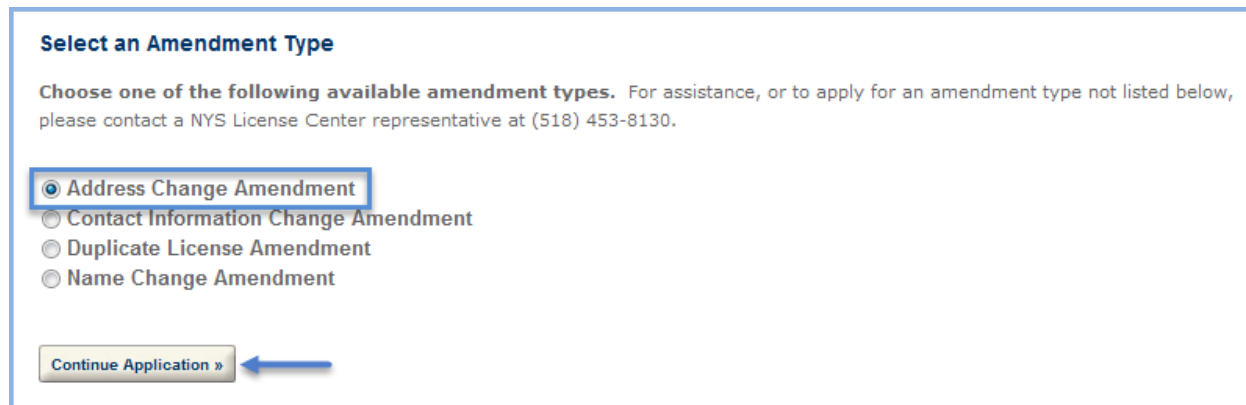
- ☒ Address Change Amendment
- ☐ Contact Information Change Amendment
- ☐ Duplicate License Amendment
- ☐ Name Change Amendment

At the bottom, there is a 'Continue Application »' button, which is highlighted by a blue arrow.

地址更改修改

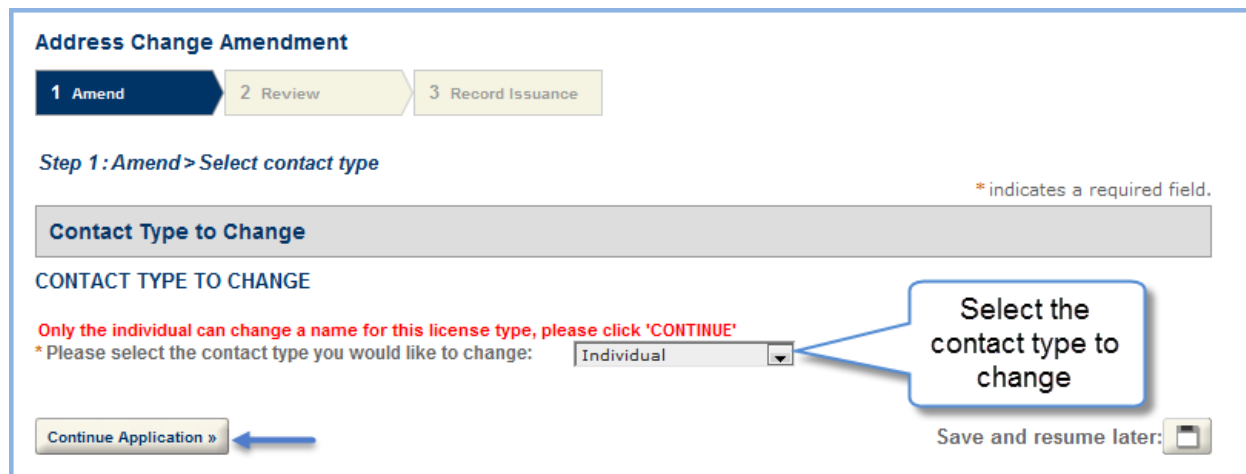
登录到您的“NYS License Center”（纽约州执照中心）账户并选择“Manage My Licenses”（管理我的执照）选项卡。在“Action”（操作）列下方，选择“Amendment”（修改）链接。

选择“Address Change Amendment”（地址更改修改）圆圈并单击“Continue Application”（继续申请）。



第一步是选择在此修改中您希望更改的联系类型。对于个人执照，此处默认为“Individual”（个人），您无法进行更改。

对于企业执照，您可通过单击三角形选择要更改的联系类型，即“Individual”（个人）或“Organization”（组织）。



在“AMEND_ADDRESS”（修改地址）屏幕上，您必须选择打算更改的地址。

注意：如果您有多个地址，它们将在此处按行显示。

如果您有多个地址，请在“Change this Address”（更改此地址）列中指出您打算更改的地址，这一点尤为重要。

“Change this Address”（更改此地址）列默认为“Yes”（是）。如果您需要更改此默认设置，请单击“Actions”（操作）旁边的下拉箭头并选择“Edit”（编辑）。

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Select Address to Change

Select the address by checking the box to the left of the address to be changed.

NOTE: You may use the Select All feature by checking the box to the left of "Address Type".

Click the "Edit Selected" button.

Address(es) to be Changed

AMEND_ADDRESS

Please select 'Change this address:' to 'Yes' and click the 'Submit' button.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Address	Change this Address	Actions
<input type="checkbox"/> Home	99 Washington Ave Albanv NY 122102821	Yes	Edit

[Edit Selected](#)

[Continue Application »](#)

Save and resume later:

Under the 'Change this Address' column, check that 'yes' or 'no' is displaying as needed

To update the 'Change this Address' column, click the down arrow and select 'Edit'

随即出现一个单独的弹出窗口，您可以从中勾选“yes”（是）或“no”（否）以更改此地址。选择相应的选项并单击“Submit”（提交）。

所有地址都按行显示，您需要针对每个地址设置“yes”（是）或“no”（否）。单击“Submit”（提交）。

AMEND_ADDRESS

Please select 'Change this address:' to 'Yes' and click the 'Submit' button.

Address Type:

Address:

Change this Address:

☒ Yes ☐ No

[Submit](#) [Cancel](#)

验证 “Change this Address”（更改此地址）列是否正确无误，并在必要时再次 “edit”（编辑）。然后单击 “Continue Application”（继续申请）。

indicates a required field.

Address(es) to be Changed

AMEND_ADDRESS


Please select 'Change this address:' to 'Yes' and click the 'Submit' button.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Address	Change this Address	Actions
<input type="checkbox"/> Home	99 Washington Ave Albany NY 122102821	Yes	

[Edit Selected](#)

[Continue Application »](#) ←

Save and resume later: 

在下一个屏幕中，您可以选择在此修改中您希望更改的记录。如果存在与更改有关费用，将在“Fee”（费用）下方显示。

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > Records to be Changed

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** has a 'Yes'.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the **Edit Selected** button.

NOTE: You may use the 'Select All' feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the **Continue Application** button

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	10	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	10	Actions

Edit Selected

Continue Application »

Save and resume later:

Any associate fees are listed here

To update the 'Change this Record?' column, click the down arrow and select 'Edit'

“Change this Record?”（更改此记录？）列默认为“Yes”（是）。如果您需要更改此默认设置，请单击“Actions”（操作）旁边的下拉箭头并选择“Edit”（编辑）。单击“Continue Application”（继续申请）。

Records to be Changed

AMEND

Showing 1-2 of 2

<input type="checkbox"/> Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/> AEC-14-01884	Cosmetology License	Yes	10	Actions
<input type="checkbox"/> AENS-14-01883	Nail Specialty License	Yes	10	Actions

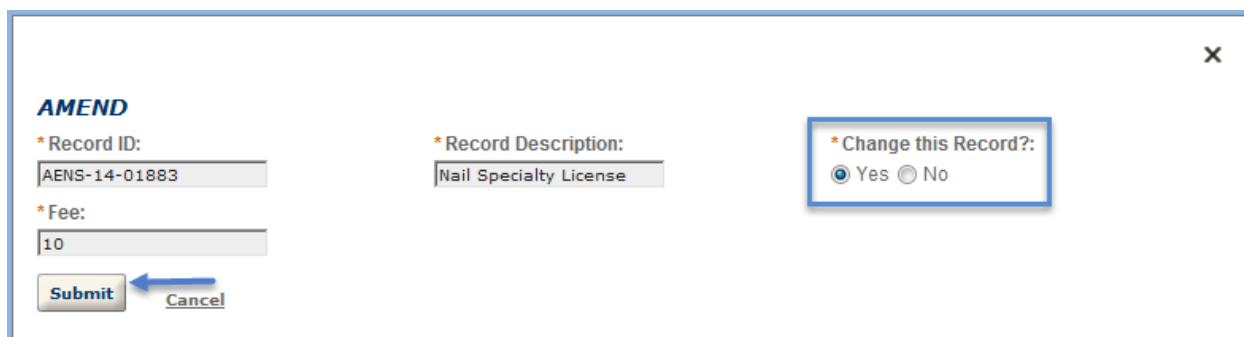
Edit Selected

Continue Application »

Save and resume later:

* indicates a required field.

随即出现一个单独的弹出窗口，您可以从中勾选 “yes” （是）或 “no” （否）以更改此记录。选择相应的选项并单击 “Submit” （提交）。



The image shows a web form titled "AMEND" with a close button (X) in the top right corner. The form contains the following elements:

- * Record ID:** A text input field containing "AENS-14-01883".
- * Record Description:** A text input field containing "Nail Specialty License".
- * Fee:** A text input field containing "10".
- * Change this Record?:** A checkbox group with "Yes" selected (indicated by a blue dot) and "No" (indicated by a grey dot).
- Buttons:** A "Submit" button and a "Cancel" button. A blue arrow points from the "Submit" button to the "Cancel" button.

第 1 步：修改>新地址信息

在“Enter New Address Information”（输入新地址信息）屏幕上，注意开头部分的信息和指示。这些信息可能会随时更新，将帮助您正确处理此修改。

在“Enter New Address Information”（输入新地址信息）区域输入新地址，然后单击“Search”（搜索）按钮。此搜索按钮根据美国邮政服务对地址进行验证。地址通过验证后，地址字段将不可编辑并显示为灰色。

Address Change Amendment

1 Amend 2 Review 3 Record Issuance

Step 1: Amend > New Address Information

Please enter your new address information below. Click the **Search** button to validate the address with the Post Office.

NOTE: Currently, address validation works for US and Canadian addresses only.

Once validated, the Address fields will NOT be editable and display as grey.

Click the Continue Application button.

* indicates a required field.

Enter New Address Information

* Address Line 1:

* City: * State: Zip:

County: Country:

Save and resume later:

确认经验证的地址是否正确。如果地址不正确，单击“clear”（清除）按钮，重新输入地址并单击“Continue Application”（继续申请），而无需使用“Search”（搜索）按钮。

如果地址无法通过验证，搜索会提供一个列表，其中包含可能的地址。选择正确的地址，或者如果提供的地址“不”正确，请单击“clear”（清除）按钮，重新输入地址并单击“Continue Application”（继续申请），而无需使用“Search”（搜索）按钮。

如果地址信息正确，请单击“Continue Application”（继续申请）按钮。

Enter New Address Information


* Address Line 1:
150 Broadway

* City: Menands * State: NY Zip: 12204-2719

County: Albany Country: United States

Search Clear

Continue Application »

Save and resume later: 

* indicates a required field.

Review（审查）所有信息是否正确无误。如果某部分需要更新，请单击“Edit”（编辑）按钮并根据需要进行更新。如果所有信息都正确无误，请单击“Continue Application”（继续申请）按钮。

[Home](#) [Manage My Licenses](#) [Consumer Complaints](#)

Apply now! For a New License or Permit

Address Change Amendment


1 Amend

2 Review

3 Record Issuance

Step 2: Review

Continue Application »

Save and resume later: 

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Address Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Address(es) to be Changed

AMEND_ADDRESS

Edit

Address Type	Address	Change this Address
Home	99 Washington Ave Albany NY 122102821	Yes

« ||| »

Records to be Changed

AMEND

Edit

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	10
AENS-14-01883	Nail Specialty License	Yes	10


« ||| »

Enter New Address Information

Edit

150 Broadway
Menands NY 12204-2719
United States

Continue Application »

Save and resume later: 

审查 “Application/Renewal Fees”（申请/续期费用）部分的费用，然后根据需要单击 “Checkout”（结账）或 “Continue Shopping”（继续购买）。

Home **Manage My Licenses** **Consumer Complaints**

Apply now! For a New License or Permit

Address Change Amendment

1 **Amend** 2 **Review** 3 **Pay Fees** 4 **Record Issuance**

Step 3: Pay Fees

Listed below are the preliminary fees based upon the information you've entered.
 The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Contact Change Fee (Appearance Enhancement)	2	\$20.00

TOTAL FEES
 Note: This does not include additional fees which may be assessed later.

\$20.00

Checkout » **Continue Shopping »**

'Check out' or 'Continue Shopping'

保存或完成此修改后，它将列在 “Manage My Licenses”（管理我的执照）选项卡上。

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 110 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Cosmetology Application			Resume Application	

联系信息更改修改

要更改社会安全号码、出生日期、电子邮件地址或电话号码，请使用此修改。

登录到您的“NYS License Center”（纽约州执照中心）账户并选择“Manage My Licenses”（管理我的执照）选项卡。在“Action”（操作）列下方，选择“Amendment”（修改）链接。

选择“Contact Information Change Amendment”（联系信息更改修改）并单击“Continue Application”（继续申请）。

Home Manage My Licenses Consumer Complaints

[Apply now! For a New License or Permit](#)

Select an Amendment Type

Choose one of the following available amendment types. For assistance, or to apply for an amendment type not listed below, please contact a NYS License Center representative at (518) 453-8130.

- ☐ Address Change Amendment
- ☒ Contact Information Change Amendment
- ☐ Duplicate License Amendment
- ☐ Name Change Amendment

[Continue Application »](#)

第一步是选择在此修改中您希望更改的联系类型。对于个人执照，此处默认为“Individual”（个人），您无法进行更改。

对于企业执照，只能在此修改中更改个人执照持有人信息。单击“Continue Application”（继续申请）。

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Select contact type

Only the individual can change their contact for this license type, please click 'CONTINUE'.

* indicates a required field.

Contact Type to Change

CONTACT TYPE TO CHANGE

Only the individual can change contact information for this license type, please click 'CONTINUE'

* Please select the contact type you would like to change: Individual

Select the contact type to change

[Continue Application »](#)

Save and resume later:

在“CONTACT AMENDMENT INFORMATION”（联系信息更改修改）屏幕上，检查在此修改中做出的所有更改。当复选框被选中后，填写区域将在其下方显示。输入新信息。

输入更改描述并单击“Continue Application”（继续申请）。

The screenshot shows a web form titled "Contact Information Change Amendment". At the top, there is a progress bar with four steps: "1 Amend", "2 Attach Documents", "3 Review", and "4 Record Issuance". Below the progress bar, the text "Step 1: Amend > New contact information" is displayed, followed by instructions: "Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below." A note states "* indicates a required field." The form is divided into two main sections. The first section, titled "CONTACT AMENDMENT INFORMATION", lists several fields: "Social Security Number:", "Date of Birth:", "Email Address:", "Phone Number:", "New Country Code:", and "New Phone Number: *". To the right of these fields are checkboxes. The "Phone Number:" checkbox is checked. A callout bubble points to the "Phone Number:" checkbox and the "New Phone Number:" field, containing the text "Enter new data in fields". The "New Phone Number:" field contains the text "518-555-5555". The second section, titled "Please provide a brief description of the reason for your change request:", contains a large text area. A callout bubble points to this text area, containing the text "Enter description". At the bottom left, there is a button labeled "Continue Application »". At the bottom right, there is a button labeled "Save and resume later:" with a floppy disk icon.

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New contact information

Please select each item you wish to change by checking the box to the right. Enter the new information in the box that appears below.

* indicates a required field.

Contact Amendment

CONTACT AMENDMENT INFORMATION

Social Security Number: ☐

Date of Birth: ☐

Email Address: ☐

Phone Number: ☒

New Country Code:

New Phone Number: *

* Please provide a brief description of the reason for your change request:

Continue Application » **Enter description** **Save and resume later:**

在下一个屏幕中，您可以选择在此修改中希望更改的记录。如果存在与更改有关费用，将在“Fee”（费用）下方显示。

“Change this Record?”（更改此记录？）列默认为“Yes”（是）。如果您需要更改此默认设置，请单击“Actions”（操作）旁边的下拉箭头并选择“Edit”（编辑）。

Contact Information Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Records to update

We have located the following associated Application, License, or renewal records in your profile. Please confirm that you wish to change all of the records where the **Change this Record?** is Yes.

If you do NOT wish to change particular record(s), please select the record(s) by checking the box to the left of the Record ID. Click the Edit Selected button.

NOTE: You may use the Select All feature by checking the box to the left of Record ID.

Once you have confirmed your selection(s), please click the Continue Application button.

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

<input type="checkbox"/>	Record ID	Record Description	Change this Record?	Fee	Actions
<input type="checkbox"/>	AEC-14-01884	Cosmetology License	Yes	0	Actions
<input type="checkbox"/>	AENS-14-01883	Nail Specialty License	Yes	0	Actions

Edit Selected

Continue Application »

Save and resume later:

Any associate fees are listed here

To update the 'Change this Record?' column, click the down arrow and select 'Edit'

随即出现一个单独的弹出窗口，您可以从中勾选“yes”（是）或“no”（否）以“Change this Record”（更改此记录）。选择相应的选项并单击“Submit”（提交）。

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

* Record ID: AENS-14-01883

* Record Description: Nail Specialty License

* Change this Record?: ☒ Yes ☐ No

* Fee: 0

Submit Cancel

确认验证 “Change this Record” （更改此记录）列是否正确，并在必要时再次 “edit “（编辑）。然后单击 “Continue Application” （继续申请）。

Records to be Changed

AMEND

For Change this Record?: please select either Yes or No. Click the 'Submit' button. NOTE: The Record ID, Record Description, and Fee are NOT editable.

Showing 1-2 of 2

Record ID	Record Description	Change this Record?	Fee	Actions
AEC-14-01884	Cosmetology License	Yes	0	Actions
AENS-14-01883	Nail Specialty License	Yes	0	Actions

[Edit Selected](#)

[Continue Application »](#) [Save and resume later:](#)

根据您的记录所做的更改，您可能需要提交相关文件。

注意：社会安全号码和出生日期需要提供相关文件。如果您之前已将所需的相关文件上传到您的纽约执照中心账户，您可使用 “Select from Account” （从账户选择）。

如要求您提供相关文件，您可上传该文件。

如果需要，可使用 “Upload Documentation” （上传文件）功能将文件添加到此修改。

单击 “Continue Application” （继续申请）按钮继续执行下一步。

Contact Information Change Amendment

1 Amend 2 **Attach Documents** 3 Review 4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide a document for each of the following changes :

1. SSN Change Documentation : Acceptable forms of documentation are: Social Security Card
2. Date of Birth Change Documentation: Acceptable forms of documentation are: Birth Certificate, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Document

No documentation has been identified that requires upload, please click Continue below to proceed.

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Upload Documentation](#) [Continue Application »](#) [Save and resume later:](#)

“Review”（审查）所有信息是否正确无误。如果某部分需要更新，请单击“Edit”（编辑）按钮并根据需要进行更新。如果所有信息都正确无误，请单击“Continue Application”（继续申请）按钮。

1 Amend
2 Attach Documents
3 Review
4 Record Issuance

Step 3: Review

Continue Application » Save and resume later:

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Contact Information Change Amendment

Contact Type to Change

CONTACT TYPE TO CHANGE Edit

Please select the contact type you would like to change: Individual

Contact Amendment

CONTACT AMENDMENT INFORMATION Edit

Social Security Number: No

New Social Security Number:

Date of Birth: No

New Date of Birth:

Email Address: No

New Email Address:

Phone Number: Yes

New Country Code:

New Phone Number: 518-555-5555

Please provide a brief description of the reason for your change request: blah

Records to be Changed

AMEND Edit

Record ID	Record Description	Change this Record?	Fee
AEC-14-01884	Cosmetology License	Yes	0
AENS-14-01883	Nail Specialty License	Yes	0

Attach Supporting Document Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application » Save and resume later:

如果未显示任何费用，Confirmation（确认）屏幕将显示您的申请已成功提交。

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

1 Review Cart 2 Payment information 3 Application Submitted

Step 3: Application Submitted
Your application(s) has been successfully submitted. Please click on the Home tab to view available menu options.

Confirmation

Your application(s) have been successfully submitted. If fees are associated with your application, click on the Print/View Shopping Cart Receipt button to print/view your Shopping Cart Receipt. To print/view an agency receipt with agency specific data, click on the application link and select view details under the Fees section on next page.

DOS

A14-002931

Contact Information Change Amendment

保存或完成此修改后，它将列在“Manage My Licenses”（管理我的执照）选项卡上。

Home Manage My Licenses Consumer Complaints

Apply now! For a New License or Permit

Records

The table below only displays records associated with your License Center Account. [Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.](#)

Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

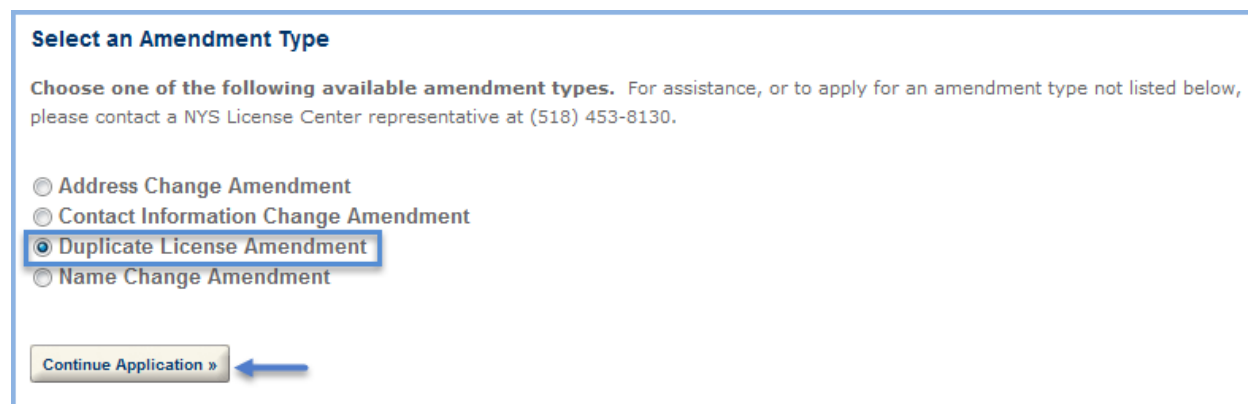
Date Submitted	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
05/01/2014	A14-002931	DOS	Contact Information Change Amendment		Approved		
05/01/2014	AENS-14-01883	DOS	Nail Specialty License	05/01/2018	Active	Amendment	
05/01/2014	A14-002930	DOS	Address Change Amendment		Approved		
05/01/2014	AEC-14-01884	DOS	Cosmetology License	05/01/2018	Active	Amendment	

执照副本修改

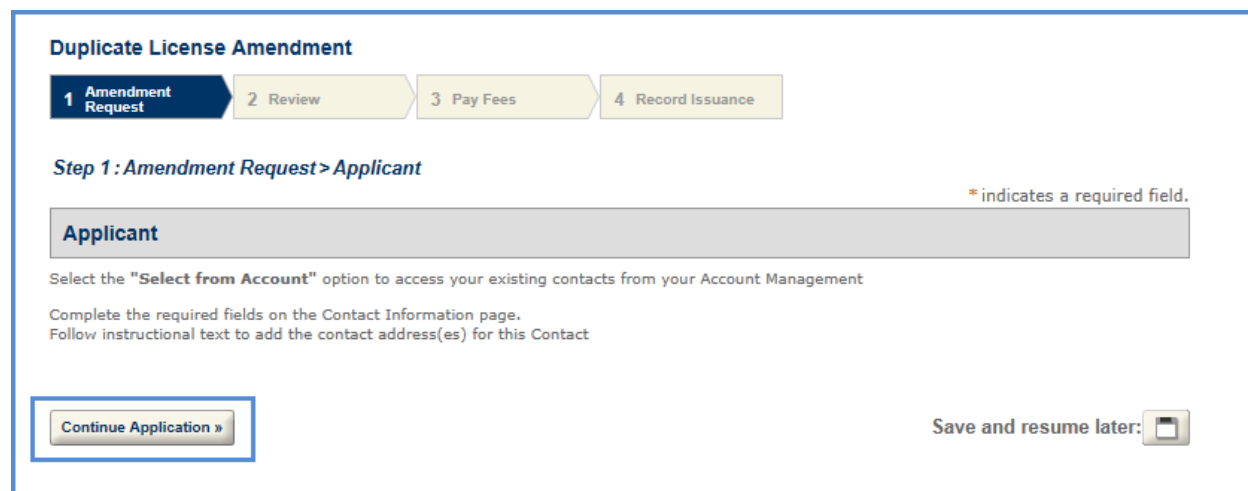
执照副本修改是要求出具另一份执照打印副本。您必须从希望索取副本的执照选择此修改。

登录到您的“NYS License Center”（纽约州执照中心）账户并选择“Manage My Licenses”（管理我的执照）选项卡。在记录列表中，找到您希望索取副本的执照，并在“Action”（操作）列下方选择“Amendment”（修改）链接。

选择“Duplicate License Amendment”（执照副本修改）并单击“Continue Application”（继续申请）。



单击“Continue Application”（继续申请）按钮。



修改请求页面随即显示，针对问题 “Request a duplicate license?” （是否请求执照副本？）选择 “yes” （是），然后单击 “Continue Application” （继续申请）。

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Amendment Request > Apply

* indicates a required field.

Request Details

GENERAL INFORMATION

* Request a duplicate license?: ☒ Yes ☐ No

Continue Application » **Save and resume later:**

“Review” （审查）所有信息是否正确无误。在此无法编辑 “Review” （审查）屏幕的 “Applicant” （申请人）部分（这些更改必须通过修改完成）。如果某部分需要更新，请单击 “Edit” （编辑）按钮并根据需要进行更新。如果所有信息都正确无误，请单击 “Continue Application” （继续申请）按钮。

Duplicate License Amendment

1 Amendment Request 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

Continue Application » **Save and resume later:**

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Duplicate License Amendment

Applicant **Edit**

Individual
Cha Mo
Birth Date: 09/28/1977
092-81-9771
Daytime Phone: 555-555-5555
E-mail: noreply@gmail.com

Request Details

GENERAL INFORMATION **Edit**

Request a duplicate license?: Yes

Continue Application » **Save and resume later:**

审查 “Application/Renewal Fees”（申请/续期费用）部分，然后 “Checkout”（结账）或 “Continue Shopping”（继续购买）。

Home **Manage My Licenses** **Consumer Complaints**

Apply now! For a New License or Permit

Duplicate License Amendment

1 **Amendment Request** 2 **Review** 3 **Pay Fees** 4 **Record Issuance**

Step 3: Pay Fees

Listed below are the preliminary fees based upon the information you've entered.
The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Appearance Enhancement Duplicate License Fee	1	\$10.00

TOTAL FEES
Note: This does not include additional fees which may be assessed later.

\$10.00

'Check out' or 'Continue Shopping'

Checkout » **Continue Shopping »**

保存或完成此修改后，它将列在 “Manage My Licenses”（管理我的执照）选项卡上。执照副本将被打印并邮寄。

Records							
The table below only displays records associated with your License Center Account. Click here to associate licenses, permits, and other documents with your account. Expect this secure process to take up to ten minutes.							
Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.							
Showing 1-20 of 112 Download results Add to collection Add to cart							
<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved	
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved	
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved	

姓名更改修改

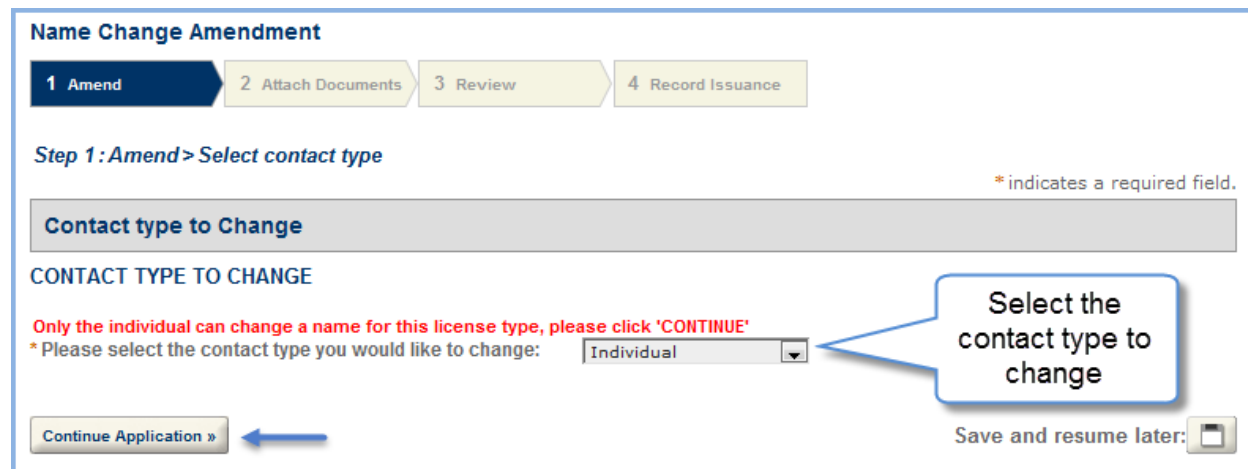
登录到您的“NYS License Center”（纽约州执照中心）账户并选择“Manage My Licenses”（管理我的执照）选项卡。在“Action”（操作）列下方，选择“Amendment”（修改）链接。

选择“Name Change Amendment”（姓名更改修改）并单击“Continue Application”（继续申请）。



第一步是选择在此修改中您希望更改的联系类型。对于个人执照，此处默认为“Individual”（个人），您无法进行更改。

对于企业执照，您无法更改企业名称。企业名称更改需要提交新的申请。



在“AMEND_NAME_CHANGE”（修改姓名更改）屏幕上，输入您的新姓名并选择“Reason for Name Change”（姓名更改原因）下拉菜单。然后单击“Continue Application”（继续申请）。

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > New Name Information

Please enter your new name information below. Click the **Continue Application** button.

* indicates a required field.

Enter New Name Information

AMEND_NAME_CHANGE

* First Name: Jenn

Middle Name:

* Last Name: James-Jingleheimer Schn

Suffix:

* Reason for Name Change:

Marriage
--Select--
Divorce
Marriage
Other

Enter new name and select reason for name change

Continue Application »

Save and resume later:

需要更改的记录列在“Records to be Changed”屏幕上。“Fees”（费用）随即显示。单击“Continue Application”（继续申请）。

Name Change Amendment

1 Amend 2 Attach Documents 3 Review 4 Record Issuance

Step 1: Amend > Records to be Changed

We have located the following associated Application, License, or renewal records in your profile.

Records to be Changed

AMEND

Showing 1-2 of 2

Record ID	Record Description	Fee
AEC-14-01884	Cosmetology License	0
AENS-14-01883	Nail Specialty License	0

Fees display here

Continue Application »

Save and resume later:

因 “marriage”（结婚）或 “divorce”（离婚）而需要更改姓名不收取任何费用。所有姓名更改都需要提供原因和相关文件。

如果需要，可使用 “Upload Documentation”（上传文件）功能将文件添加到此修改。**注意：**如果您之前已将所需的相关文件上传到您的 NY License Center（纽约执照中心）账户，您可使用 “Select from Account”（从账户选择）。

单击 “Continue Application”（继续申请）按钮继续执行下一步。

Name Change Amendment

1 Amend

2 Attach Documents

3 Review

4 Record Issuance

Step 2: Attach Documents > Supporting Documentation

Please provide one of the following documents as proof of legal name change:

1. **Name Change Documentation** : Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Drivers License, US Passport.

* indicates a required field.

Attach Supporting Documentation

The following documents are required based on the information you have provided:

1. **Name Change Documentation**: Acceptable forms of documentation are: Marriage Certificate, Divorce Decree, Court Papers, NYS Driver's License, US Passport

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.


The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Upload Documentation

Continue Application »

Save and resume later: 

“Review”（审查）所有信息是否正确无误。如果某部分需要更新，请单击“Edit”（编辑）按钮并根据需要进行更新。如果所有信息都正确无误，请单击“Continue Application”（继续申请）按钮。

1 Amend


2 Attach Documents

3 Review

4 Record Issuance

Step 3: Review

Continue Application »

Save and resume later: 

Please review all information below. Click the 'Edit' buttons next to the section you wish to edit or click 'Continue Application'

Record Type

Name Change Amendment

Contact type to Change

CONTACT TYPE TO CHANGE

Edit

Please select the contact type you would like to change: Individual

Enter New Name Information

AMEND_NAME_CHANGE

Edit

First Name: Cha

Middle Name:

Last Name: Mo-Jackson

Suffix:

Reason for Name Change: Marriage

Records to be Changed

AMEND

Edit

Record ID	Record Description	Fee
AEC-A-15-00628	Cosmetology Application	0

< >

Attach Supporting Documentation


Edit

NOTE: You must click the Save Documentation button to save your information, before clicking the Continue button.

The maximum file size allowed is 15 MB.
html;htm;mht;mhtml;exe;ini;bat;dll;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST DOC.docx	Name Change Documentation	11.24 KB	11/04/2015	Actions ▼

Continue Application »

Save and resume later: 

评估费用后，单击“Checkout”（结账）或“Continue Shopping”（继续购物）。

保存或完成此修改后，它将列在“Manage My Licenses”（管理我的执照）选项卡上。

[Home](#)
[Manage My Licenses](#)
[Consumer Complaints](#)

[Apply now! For a New License or Permit](#)

Records

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Below is a list of the records associated with your account. You can click the record number to see details. Use the action button on the record to perform actions such as resuming an application, starting a renewal, changing a contact or adding an education certification document.

Showing 1-20 of 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change Amendment			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185	DOS	Contact Information Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691	DOS	Cosmetology Application			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186	DOS	Duplicate License Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000184	DOS	Address Change Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Name Change Amendment		In Process		

访问修改

在“Manage Your Licenses”（管理您的执照）选项卡上，您可查看所有修改。

如果您有“In Process”（处理中）的修改，可单击“Record Number”（记录编号）查看修改进度。

Records

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Showing 1-20 of 113 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000185		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	15TMP-001691					Resume Application	
<input type="checkbox"/>	11/04/2015	A15-000186				Approved		
<input type="checkbox"/>	11/04/2015	A15-000184		Amendment		Approved		
<input type="checkbox"/>	11/04/2015	A15-000187	DOS	Name Change		In Process		
<input type="checkbox"/>	11/03/2015	15TMP-001676	DOS	Cosmetology Application			Resume Application	

如果您曾针对某次修改选择“Save and Resume Later”（保存且稍后继续）按钮，“Status”（状态）将显示“Resume Application”（重新继续申请）。单击“Resume Application”（重新继续申请）链接完成修改申请。

Records

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<input type="checkbox"/>	Date Opened	Record Number	Agency	Record Type	Expiration Date	Status	Action	Description
<input type="checkbox"/>	11/04/2015	15TMP-001690	DOS	Address Change			Resume Application	Amendment